

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Developmental Disabilities**NOTICE OF ACTION**

If you have trouble reading this notice because the letters are too small or the words are hard to read, please call our office at 602-542-0419 and someone will assist you, or write to us at the address below.

Si usted no entiende esta carta o usted tiene alguna pregunta por favor de llamar a 602-542-0419 o escribelos a la direccion debajo.

From: Manager, Office of Compliance & Review
Division of Developmental Disabilities, Site Code 791A
P.O. Box 6123
Phoenix, AZ 85005

Date:

Telephone: 602-542-0419
Facsimile: 602-364-2850

To:

You have asked that the Division of Developmental Disabilities pay for:

Our decision

We have reviewed your request and have decided to:

☐ Deny Services ☐ Suspend Services _____ ☐ Terminate Services _____
Effective Date *Effective Date*

☐ Reduce Services _____
To *From* *Effective Date*

The reason(s) for our decision

*Facts about your condition or situation that support our decision

*Legal basis for our decision. We based our decision on:

*Copies of Legal Citations can be found at the local library or at
<http://www.azahcccs.gov/Regulations/LawsRegulations>

Your rights if you disagree with this decision

If you are not happy with this decision, you can ask us to look at the decision again. **This is called an appeal.** You can appeal by telling us over the phone or in writing. You must call us at 602-542-0419 or write us by:

_____.
If you are writing your appeal, please send it to:

Manager, Office of Compliance & Review
Division of Developmental Disabilities, Site Code 791A
P.O. Box 6123
Phoenix, AZ 85005

You can also see your medical records and get other information about your appeal. Before we make our decision, you can give us any information that you think will be helpful. You can ask us to set up a meeting so that you can give us the information in person, or you can give it to us in writing.

After we review your appeal, we will send you our decision in writing within 30 days of the date we received your appeal request.

If you need a faster decision on your appeal

If you or your doctor believes that your health or ability to function will be harmed unless a decision is made in the next 3 days, you or your doctor can ask us for a faster review by calling us and asking for an expedited appeal. If we agree, we will decide your appeal in 3 working days. If we do not agree a fast review is needed, we will write you within 2 days, and we will also try to call you. Then, we will decide your appeal within 30 days.

Getting help if you want to appeal this decision

You can have someone help you appeal. Your doctor or other health care provider can appeal for you if you write to us giving them permission.

If you would like legal help with this decision, please contact the legal aid program in your county listed on the attached sheet.

Continuing services while we make a decision on your appeal

If the services you write about in your appeal are already being given to you, but are going to be cut back or stopped, you can ask that the services continue while we make a decision. If you want those services to continue, you must say so when you appeal. Your services will only be continued if you appeal by: _____. If you do not win your appeal, you may be responsible for paying for these services provided during the appeal.

Taking more than 30 days to decide your appeal

For all appeals, up to 14 more days may be taken to make a decision on your case. **This is called an extension.** If we want an extension, we will write you and tell you why it is needed and how it is helpful to you. If you want an extension, you can ask for it by writing or calling us. If an extension is given, a decision in your appeal will be made in 44 days, rather than 30 days.

If you have any questions about filing an appeal or if you need help, you can call us at 602-542-0419.

DDD Representative's Name

DDD Representative's Signature

Date of Notice

Equal Opportunity Employer/Program ♦ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602 542-0419; TTY/TDD Services: 7-1-1.

Legal Services Programs that May Be Able to Help You With This Decision

APACHE COUNTY <u>White Mountain Legal Aid</u> a division of Southern Arizona Legal Aid 5658 Highway 260, Ste.15, Lakeside, AZ 85929 Phone: (928)537-8383/1-800-658-7958	COCHISE COUNTY <u>Southern Arizona Legal Aid</u> 2 Copper Queen Plaza, Upstairs PO Box AL, Bisbee, AZ 85603 Phone: (520)432-1639/1-800-231-7106	COCONINO COUNTY <u>DNA People's Legal Services</u> 201 E Birch Street Flagstaff, AZ 86001 Phone: (928)774-0653/1-800-789-5781
GILA COUNTY <u>White Mountain Legal Aid</u> a division of Southern Arizona Legal Aid 5658 Highway 260, Ste.15 Lakeside, AZ 85929 Phone: (928) 537-8383 / 1-800-658-7958	GRAHAM COUNTY/GREENLEE COUNTY <u>Southern Arizona Legal Aid</u> 2 Copper Queen Plaza, Upstairs PO Box AL, Bisbee, AZ 85603 Phone: (520) 432-1639 / 1-800-231-7106	LA PAZ COUNTY <u>Community Legal Services</u> 201 S. 1st Ave. Yuma, AZ 85364-2250 Phone: (928) 782-7511/ 1-800-424-7962
MARICOPA COUNTY <u>Community Legal Services</u> P.O. Box 21538 Phoenix, AZ 85036-1538 Phone: (602) 258-3434 / 1-800-852-9075 <u>Community Legal Services</u> East Side Office 20 W. First St. Suite 101, Mesa, AZ 85201 Phone: (480) 833-1442 / 1-800-896-3631	MOHAVE COUNTY <u>Community Legal Services</u> 1720 Beverly, Ste. A Kingman, AZ 86409 Phone: 928-681-1177 / 1-800-255-9031	NAVAJO NATION <u>DNA - Chinle Agency Office</u> PO Box 767, Chinle, AZ 86503 Phone: (928) 674-5242 / 1-800-789-7598 <u>DNA - Fort Defiance Agency Office</u> PO Box 306, Window Rock, AZ 86515 Phone: (928) 871-4151 1-800-789-7287 <u>DNA - Hopi Legal Services</u> PO Box 558, Keams Canyon, AZ 86034 Phone: (928) 738-2251 / 1-800-789-9586 <u>DNA - Tuba City Agency Office</u> PO Box 765, Tuba City, AZ 86045 Phone: (928)283-5265/1-800-789-8919 Fax: (928) 283-5460 <u>Native American Disability Law Center</u> Farmington Office 3535 E. 30th St., Ste. 201 Farmington, NM 87410 Phone: 505-566-5880 / 1-800-862-7271 Gallup Office 207 S. Second St., Gallup, NM 87301 Phone: 505-863-7455 / 877-283-3208
PINAL COUNTY <u>Southern Arizona Legal Aid</u> 766 North Park Ave. Casa Grande, AZ 85222 Phone: (520)316-8076/1-877-718-8086	NAVAJO COUNTY <u>White Mountain Legal Aid</u> a division of Southern Arizona Legal Aid 5658 Highway 260, Ste. 15 Lakeside, AZ 85929 Phone: (928) 537-8383 / 1-800-658-7958 <u>Native American Disability Law Center</u> Farmington Office 3535 E. 30th St., Ste. 201 Farmington, NM 87402 Phone: 505-566-5880/1-800-862-7271 Gallup Office 207 S. Second St. Gallup, NM 87301 Phone: 505-863-7455/877-283-3208	
PIMA COUNTY <u>Southern Arizona Legal Aid (SALA)</u> 64 E. Broadway Blvd. Tucson, AZ 85701-1720 Phone: (520)623-9465/1-800-640-9465 <u>Tohono O'odham Legal Services</u> a division of Southern Arizona Legal Aid P.O. Box 597, Sells, AZ 85634-0597 Phone: (520)383-2420/1-800-398-0772		
SANTA CRUZ COUNTY <u>Southern Arizona Legal Aid</u> 1071 N. Grand Ave., Suite 110 Nogales, AZ 85621 Phone: (520) 287-9441	WHITE MOUNTAIN APACHE TRIBE <u>White Mountain Apache Legal Aid</u> a division of Southern Arizona Legal Aid 116 East Oak St. or PO Box 1030 Whiteriver, AZ 85941 Phone: (928)338-4845/1-866-312-2291	
YUMA COUNTY <u>Community Legal Services</u> 201 S. 1stAve.Yuma,AZ 85364-2250 Phone: (928)782-7511/1-800-424-7962	YAVAPAI COUNTY <u>Community Legal Services</u> 401 N. Mt. Vernon Prescott, AZ 86301 Phone: (928) 445-9240 / 1-800-233-5114	STATEWIDE <u>Arizona Center for Disability Law</u> 3839 N 3rd Street, Suite 209 Phoenix, AZ 85012 Phone: (602)274-6287/1-800-927-2260